



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
9:00 a.m./Council Chambers/Freeport City Hall  
September 13, 2016 Minutes

**I. Meeting Opened**

The September 13<sup>th</sup> 2016 Regular Council Meeting was called to order at 9:00 AM by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council members present: Councilman Eddie Farris, Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Mayor Russ Barley, Councilwoman Elizabeth Brannon and Councilwoman Jennifer Laird.

Staff present: City Clerk Rebecca Podraza, City Attorney Clay Adkinson, City Planner Latilda Hughes-Neel, Staff Accountant Deborah Wimer-Zills, City Engineer Anna Hudson, Parks Director Dana Weiler, Water Supervisor Larry Tuggle, Sewer Supervisor Robert Fawcett, Billing Supervisor Jennifer Douglas.

**II. Invocation and Pledge of Allegiance**

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

**III. Recognition of Guests: None**

**IV. Approval of Past Minutes**

- August 25, 2016 Regular Council Meeting Minutes

*Council Action: Councilwoman Cuchens made a motion to approve the August 25, 2016 Regular Council Meeting Minutes as presented. Councilwoman McLean seconded the motion. All ayes; motion carried.*

**V. Consideration of Additions/Deletions to Agenda**

1. ~~Deletions~~

Eddie Farris - ~~Speed limit and stop signs in Hammock Bay~~

**VI. Approval of Agenda with Additions/Deletions**

*Council Action: Councilwoman Cuchens made a motion to approve the Agenda with specified Additions and ~~Deletions~~ as presented. Councilwoman McLean seconded the motion. All ayes; motion carried.*

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



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**VII. Staff Reports**

**A. City Clerk Matters**

1. Purchasing Policy
  - City Clerk Podraza reviewed the draft Purchasing Policy with the Council. The policy was tabled to a later date.
2. RFQ for Legal Services
  - Clerk Podraza reviewed the draft copy of the RFQ for Legal Services. City Attorney Adkinson advised on additional information and changes that will need to be made. Clerk Podraza will update the RFQ with these changes and present at the September 22, 2016 Council Meeting.
3. Request Approval to Advertise for City Accountant
  - Council discussed the job description, salary and advertisement.

*Council Action: Councilwoman McLean made a motion to approve advertisement for an Accounting Position with changes to the advertisement adding government experience and seven years' accounting experience preferred. Councilman Farris seconded the motion. All ayes; motion carried.*

4. Request Approval of Employee Promotional Advancements

*Council Action: Councilwoman Cuchens made a motion to approve Jurgen Kallenbach to be promoted from his current position of Water Distribution Operator at \$14.92 per hour to the new budgeted position of Lead Water Distribution Operator at \$17.50 per hour beginning October 1, 2016. Councilwoman Laird seconded the motion. All ayes; motion carried.*

*Council Action: Councilman Farris made a motion to approve Adison Parker to be promoted from his current position of Sewer Maintenance Worker at \$11.33 per hour to the new budgeted position of Sewer Maintenance Crew Leader at \$16.50 per hour beginning October 1, 2016. Councilwoman Laird seconded the motion. All ayes; motion carried.*

*Council Action: Councilwoman Cuchens made a motion to approve Johnny McCormick from his current position of Water Maintenance Worker at \$14.04 per hour, to the new budgeted position of Water/Wastewater Utility Locator at \$16.00 per hour, for which he is certified as a licensed Back Flow Tester, beginning October 1, 2016. Councilwoman Brannon seconded the motion. All ayes; motion carried.*

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- B. Staff Accountant: None
- C. Planning & Zoning Dept.: None
- D. Legal Matters
  - 1. Amendment to the Traffic Signal Maintenance and Compensation Agreement

*Council Action: Councilman Farris made a motion to approve the Amendment to the Traffic Signal Maintenance and Compensation Agreement for Department of Transportation. Councilwoman Brannon seconded the motion. All ayes; motion carried.*

- E. Engineering
  - 1. Engineering Updates
    - City Engineer Anna Hudson reviewed the Engineering Updates Report.
  - 2. Sludge Drying Beds Award Recommendation
    - City Engineer Anna Hudson reviewed the Bid Award Recommendation.

*Council Action: Councilwoman McLean made a motion to approve RBM Contracting Services, LLC for award of the contract for the Sludge Drying Beds Project in the amount of \$310,774.17. Councilman Farris seconded the motion. All ayes; motion carried.*

F. Water Dept.: None

G. Sewer Dept.

- 1. Councilwoman McLean
  - Advance Pay and Release from work the two employees who are retiring  
**No action taken**
  - Bids for Waste Water Treatment Plant Office  
The three bids for a modular office to be located at the Sewer Treatment Plant site were discussed. After Council discussion it was decided that Councilwoman McLean would bring back prices for a slab to the next Council Meeting to be included with the bids.  
**No action taken**
  - New Price Sheets for Water and Sewer  
Councilwoman McLean presented the new format for the Water and Sewer Installation Price sheet that was prepared by the Sewer Plant Lead Operator Bridget Hilgenberg. The new price sheet is much easier to read than the previous format. Prices were not changed, only the format of the information sheet changed.

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**H. Parks Dept.**

1. Approve Freeport Youth Sports Organization Waiver of Fees Agreement

*Council Action: Councilwoman Cuchens made a motion to approve the Freeport Youth Sports Organization Waiver of Fees Agreement as presented. Councilwoman Laird seconded the motion. All ayes; motion carried.*

2. Approve the Freeport Area Youth Football Team Waiver of Fees Agreement

*Council Action: Councilwoman Cuchens made a motion to approve the Freeport Area Youth Football Team Waiver of Fees Agreement as presented. Councilwoman Laird seconded the motion. All ayes; motion carried.*

3. Freeport Recreation Committee Resolution

- City Attorney Adkinson advised the Council that the Recreation Committee Resolution was approved by the City Attorney's office as to form and reformation of the Board may proceed. Council discussed the Freeport Recreation Committee Resolution.

*Council Action: Councilwoman Cuchens made a motion to approve the updated Freeport Recreation Committee Resolution Number 2016-09 as presented. Councilwoman Laird seconded the motion. Four Ayes (McLean, Cuchens, Laird, Farris); one nay (Brannon); motion carried.*

**VIII. Old Business: None**

**IX. New Business**

**A. Mayor Russ Barley**

1. Publix will open on Wednesday, September 14<sup>th</sup>.
  - Ribbon Cutting at 7:45 and doors open at 8:00 am
2. Mayor Barley and Mayor Gene Wright of Malone will be traveling to Gonzales, Louisiana with all the donations that were collected for the flood victims. They will be traveling over on Wednesday afternoon September 14<sup>th</sup> and returning Thursday the 15<sup>th</sup>.

**B. Councilwoman Brannon: None**

**C. Councilwoman Cuchens**

1. Councilwoman Cuchens announced that she will be attending the Rural Economic Summit September 18<sup>th</sup> through the 20<sup>th</sup>.

**D. Councilman Farris**

1. Street Light for Robin Wood drive & Andy Lane
2. Street Light for Robin Wood Drive & Eckie Drive

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*Councilman Farris made a motion to approve installation of streetlights by Chelco Electric at Robin Wood Drive and Andy Lane as well as Robin Wood Drive and Eckie Drive. Councilwoman Cuchens seconded the motion. All ayes; motion carried.*

3. ~~Speed limit and stop signs in Hammock Bay~~
4. Fire Department Building Maintenance

*Council Action: Councilman Farris made a motion to allow the County Fire Department to renovate the City owned Fire Department building. Councilwoman McLean seconded the motion. All ayes; motion carried.*

E. Councilwoman Laird: None

**X. Public Comment**

- City Planner Latilda Hughes-Neel thanked the Council for their work on continued efforts for the City to provide medical benefits for the employees. Thank you to Councilwoman McLean for her research and efforts to research in bringing savings as well as quality insurance to the City employees.

**XI. Adjournment**

Mayor Russ Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The Mayor gavelled and the meeting adjourned at 10:37 a.m.

FREEPORT CITY COUNCIL

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Council President

ATTEST:

\_\_\_\_\_  
City Clerk

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